

*United States Court of Appeals  
for the Second Circuit*



**VACANCY ANNOUNCEMENT**

October 1, 2008  
Reference #FY09-01

**Position Title:** Case Manager (Civil Team)

**Location:** Office of the Clerk, 40 Foley Square, NYC

**Salary Range:** CL-23/1 to CL-24/25  
(\$32,892 - \$45,528)  
depending on experience, salary, and qualifications

**Closing Date:** Open Until Filled

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**Position Overview:** The Case Manager reviews, routes and prepares legal documents and correspondence pertaining to appellate cases. He/she enters case information in the Court's computer database, advises counsel and the public on court procedures, federal and local rules and applies the rules as needed to appeals.

**Requirements:** Applicants must be computer literate and have excellent organizational and communication skills. Must possess a minimum of two years of work experience which relates to the processing of legal documents and/or the application of regulations, or the use of technical terminology. Education above the high school level may be credited toward work experience.

**Application Procedure:** Please submit a cover letter and two (2) résumés to:

United States Court of Appeals, Second Circuit  
40 Foley Square, Room 1604  
New York, NY 10007  
Attn.: Human Resources, Reference #FY09-01

THE APPLICANT SELECTED FOR THE POSITION IS SUBJECT TO A BACKGROUND CHECK

EQUAL OPPORTUNITY EMPLOYER